



Monrovia, 28/06/2023

Subject: Request for Tender\_ Legal Services  
Project: Coordination  
Ref. project:LR\_COORD\_23  
Reference: **RFP/AIFOCOORD/001/2023**

## **1. Introduction**

AIFO Liberia is a professional non-profit health and development organization that enables opportunities for persons affected by leprosy, persons with disabilities, women, children and members of poor and vulnerable groups, through focused healthcare, education and economic empowerment initiatives in Liberia with the aim of providing a better quality of life and creating large scale positive change.

AIFO Liberia is seeking a lawyer to provide legal services to the organization. The objective of this tender is to select a qualified and experienced lawyer who can assist the NGO in legal matters.

## **2. Scope of Services**

The selected lawyer will be responsible for providing legal advice to AIFO Liberia on a wide range of legal matters, including but not limited to the following:

- Corporate law
- Employment law
- Contract law
- Intellectual property law
- Tax law
- Compliance and regulatory matters

## **3. Qualification and Experience**

The lawyer should meet the following qualifications and experience requirements:

- Hold a valid license to practice law in the jurisdiction in Liberia
- Have at least 5 years of experience in providing legal services to non-profit organizations.
- Have a strong understanding of the legal framework governing non-profit organizations in the relevant jurisdiction.
- Demonstrate experience in providing legal advice on the areas of law mentioned above.

## **4. Submission Requirements**

Interested lawyers should submit the following documents as part of their application:

- A cover letter outlining their experience providing legal services to non-profit organizations, and their approach to providing legal services to AIFO.

- Curriculum Vitae (CV) detailing the lawyer's education, professional experience, and qualifications.
- At least two references from non-profit organizations for whom the lawyer has provided legal services.
- Submit the complete signed and stamped annexes (1,2&3).

**NOTE: All the required documents should be signed and stamped in all pages.**

## **5. Evaluation Criteria**

AIFO Liberia will evaluate the submissions based on the following criteria:

- The lawyer's experience providing legal services to non-profit organizations.
- The lawyer's qualifications and understanding of the legal framework governing non-profit organizations in the relevant jurisdiction.
- The lawyer's experience in providing legal advice on the areas of law mentioned above.
- The quality of the lawyer's cover letter and CV.
- The quality of the references provided.
- The selection will be based according to the best value for money principle.

**Further information (will be considered in the evaluation process):**

- Price in USD.
- Duration of the offer
- Time of delivery of the service
- Every supplementary cost/taxes must be evidenced separately.
- The payment will be done by Cheque of bank transfer Or Mobile Money transfer
- No cash payment are allowed

## **6. Submission Deadline**

All submissions must be sent to AIFO Liberia via email to [procurement.liberia@aifo.it](mailto:procurement.liberia@aifo.it) by Wednesday 12th July, 2023, 16:00 PM. And hard copies in close envelope to: AIFO Liberia Office.

Late submissions will not be considered.

## **7. Contact Information**

For any inquiries regarding this tender, please contact:

Name: Willie Dada Peters  
Finance Admin/Logistician AIFO Liberia  
Phone: 0775-269-125/0770-541-719/0886-541-719  
Email: [willie.peters@aifo.it](mailto:willie.peters@aifo.it)  
Opposite Joy of Learning International School  
Jallah Town Road, Sinkor, Monrovia-Liberia

## **Annex 1**

### **Exclusion criteria in the Contract Award procedures**

I, undersigned....., declare under my responsibility that the company I legally represent is not in any of the situations listed below:

- 1) Bankrupt, liquidation or insolvency proceeding;
- 2) Final judgment, for not complying with the legal obligations related to the payment of taxes (General revenue) and/or social contributions (NASSCORP)
- 3) Final judgement for any violation of the law concerning deontological or professional regulations
- 4) Final judgement concerning any of the following charges:
  - Fraud
  - Corruption
  - Participation in Criminal organizations
  - Illicit funds clening or terrorism funding
  - Child labour or human trafficking

Yours faithfully

Place.....date ...../...../.....

**Annex NO. 2**

**GENERAL INFORMATION ABOUT THE BIDDER**

**(To be submitted attached to the quotation)**

1 - Company Name

2 – Company Business

3 - Representative Name

4 - ID card number

5 - Address

6 - Contact Number (mobile)

7 - Email address

**Annex NO. 3**

**SPECIFICATION CONCERNING THE SERVICE**

**(To be submitted attached to the quotation)**

<b>REF. No.</b>	<b>SERVICE</b>	<b>SUMMARY of TECHNICAL SPECIFICATION</b>	<b>UNIT</b>	<b>APPLIED RATE</b>	<b>TOTAL AMOUNT in USD (Including Taxes)</b>
1	<i>Legal services</i>	<i>Provide legal services on monthly basis supported by monthly report</i>	Month		
2	<i>Legal services</i>	<i>Provide legal services upon request supported by monthly report</i>	Case		

<b>TOTAL AMOUNT</b>	
<b>DISCOUNT</b>	
<b>NEW FINAL AMOUNT</b>	